What you will gain from Academic Advising

- To provide you with information and support to meet OHIO University and The Patton College of Education’s requirements to make informed decisions about your academic future.
- To encourage your involvement in on-campus and off-campus experiential learning (i.e., volunteer services and internships) that will increase the value of your college experience and develop your interpersonal skills and leadership abilities to help you explore and clarify your career options.
- To help you “connect” your OHIO University experience with your plans and goals for life after OHIO University.
- To assist you in finding the campus resources that can best help you succeed academically and personally.
- Skills reading your degree audit (DARS), your completion plan, using the Undergraduate Catalog, and using the online tools available to you for degree planning.

RESPONSIBILITIES

**student**

- Keep the **advising appointments** you have scheduled, or cancel if you are unable to attend.
- **Be honest and open.** If you are experiencing a personal or academic difficulty that is interfering with your studies, please share this with your advisor.
- Be an **active participant** in the advisement process by coming prepared to each appointment with questions or material for discussion, including plans and ideas.
- **Be familiar** about degree requirements, university policies and procedures, and campus resources.
- Actively **manage your progress** toward degree completion by reviewing DARS and online catalog in the MyOhio Student Center.
- Regularly **read your OHIO e-mail,** and do not forward to a third-party email client (Gmail, Yahoo, etc.).
- Take primary and increasing responsibility for **making your own decisions** based on available professional advice and information.
- **Accept responsibility** for your decisions and actions that affect your educational programs and goals. Please understand that the ultimate responsibility of obtaining your degree rests with the student, not the advisor.

**advisor**

- Understand and effectively **communicate** institutional policies, degree and college requirements, including the General Education requirements.
- **Work collaboratively** to assist you to dream, define, and develop your academic, career, and life goals.
- Create a **safe environment** of mutual respect where you can share your thoughts, aspirations, concerns, and interests.
- Provide academic success **strategies and referrals** to appropriate campus resources when needed.
- **Listen and provide feedback** carefully to your questions, concerns, and confusions, and seek assistance in answering questions when not certain of the correct answer.
- **Encourage and support** you as you gain the skills and knowledge necessary for success.
- **Assist** you in making course and program decisions.
- Understand how to read a degree audit (DARS) and assist you as you learn how to navigate this advising resource.
- Maintain appropriate level of **confidentiality** as required by the Family Educational Rights and Privacy Act (FERPA).
- **Be prepared** for academic advising appointments by reviewing student academic record and appropriate notes from the student file.
- Reply to all **email** within 24-48 business hours.
**ADVISING MEETING OUTLINE**

### 1st Meeting - Bobcat Student Orientation (BSO)

**student**
- Browse course options from “Suggested Courses for First-Year Students”
- Complete any necessary placement tests
- Inform your academic advisor of any incoming college credit (AP, PSEO, College Credit Plus, etc.)
- Learn how to access OHIO University technology applications (Catmail, MyOhioCenter, Blackboard, DARS)

**advisor**
- Provide and explain relevant handouts regarding intended major
- Answer questions and make appropriate referrals
- Build schedule with student and assist in registration
- Explain next steps

### 2nd Meeting - Fall of First Year

**student**

BEFORE ADVISING APPOINTMENT
- Review degree audit (DARS)
- Review spring course offerings
- Review holds and To-Do list in MyOhioCenter
- Research involvement opportunities
- Determine current grades in current classes
- Create questions about prospective majors, minors, certificates, and study abroad

**advisor**
- Explain how to read/interpret the degree audit (DARS)
- Explain transition points
- Discuss major, minor, certificate, and study abroad options
- Assist with planning for spring registration
- Check-in on the student’s transition to OHIO University
- Remove advising hold
- Answer any other questions and make appropriate referrals

### 3rd Meeting - Spring of First Year

**student**

BEFORE ADVISING APPOINTMENT
- Research summer plans & ideas (e.g. internships or classes)
- Transfer/Transient course approval
- Review degree audit (DARS) and fall course plans
- Review holds and To-Do list in MyOhioCenter
- Determine current grades in current classes
- Create questions about prospective majors, minors, certificates, and study abroad

**advisor**
- Review the degree audit (DARS) and transition points
- Provide feedback and suggestions on summer plans
- Address majors, minors, certificates, and study abroad ideas/plans
- Assist with planning for fall registration
- Remove advising hold
- Answer any other questions and make appropriate referrals

### 4th Meeting - Fall of Second Year

**student**

BEFORE ADVISING APPOINTMENT
- Develop basic plan until graduation, including classes, involvement, research, and possible internships
- Review degree audit (DARS)
- Review spring course offerings
- Review holds and To-Do list in MyOhioCenter
- Determine current grades in current classes

**advisor**
- Complete the Sophomore Completion Plan
- Check-in with student on majors, minors, certificates, and/or study abroad plans.
- Assist with planning for spring registration
- Remove advising hold
- Answer any other questions and make appropriate referrals

### Student Resources and Support Services

- **The OHIO Guide: Our Academic Experience**
  - [book](http://www.ohio.edu/uc/bso)
- **Undergrad Student Handbook**
  - [www.ohio.edu/students/handbook/index.cfm](http://www.ohio.edu/students/handbook/index.cfm)
- **Academic Advancement Center**
  - [www.ohio.edu/uc/aac](http://www.ohio.edu/uc/aac)
- **Academic Calendar**
  - [https://calendar.ohio.edu/site/academiccalendar](https://calendar.ohio.edu/site/academiccalendar)
- **Allen Advising Center (help with other majors)**
  - [https://www.ohio.edu/advising-center/index.cfm](https://www.ohio.edu/advising-center/index.cfm)
- **Bobcat Depot (background checks)**
  - [www.bobcatdepot.ohio.edu](http://www.bobcatdepot.ohio.edu)

- **Bursar (paying tuition & fees)**
  - [www.ohio.edu/finance/bursar](http://www.ohio.edu/finance/bursar)
  - 740.593.4130 | Chubb 010 | @OHIO_BURSAR
- **Career Leadership & Development Center**
  - [www.ohio.edu/careerandleadership](http://www.ohio.edu/careerandleadership)
  - 740.593.2909 | Baker 533 | @OHIOCLDC
- **Counseling & Psychological Services**
  - [www.ohio.edu/counseling](http://www.ohio.edu/counseling)
  - 740.593.1616 | Hudson 3rd floor
- **Financial Aid & Scholarships**
  - [www.ohio.edu/financialaid](http://www.ohio.edu/financialaid)
  - 740.593.4141 | Chubb 020 | financial.aid@ohio.edu
- **Hudson Health Center (TB Skin Tests)**
  - [www.ohio.edu/medicine/community-health/campus-care](http://www.ohio.edu/medicine/community-health/campus-care)
  - 740.593.1660 | @CampusCare1
- **Ombudsperson (grade appeals)**
  - [www.ohio.edu/ombuds](http://www.ohio.edu/ombuds)
  - 740.593.2627 | Baker 501 | ombuds@ohio.edu
- **Residential Housing**
  - [www.ohio.edu/housing](http://www.ohio.edu/housing)
  - 740.593.4090 | housing@ohio.edu | @OHIOU_HOUSING
- **Student Accessibility Services**
  - [www.ohio.edu/uc/sas](http://www.ohio.edu/uc/sas)
  - 740.593.2620 | Baker 348 | disabilities@ohio.edu
- **University Libraries**
  - [www.library.ohiou.edu](http://www.library.ohiou.edu)
  - 740.593.2699 | Alden Library
- **University Registrar (add/drop)**
  - [www.ohio.edu/registrar](http://www.ohio.edu/registrar)
  - 740.593.4191 | Chubb 1st floor | registrar@ohio.edu

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